



Arnold Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi , Real Estate Commissioner

DEPARTMENT OF REAL ESTATE  
*Equal Opportunity Employer*  
*Job Opportunity*

REAL ESTATE COUNSEL I/II  
Los Angeles  
Full Time - Limited-Term

The Department of Real Estate is recruiting to fill a full-time limited-term position at the Real Estate Counsel I or II level in its Los Angeles Legal Office. Initial appointment is for 12-months with a possible extension to 24 months. The primary duty of the Department’s Legal Section is to prosecute violations of the Real Estate Law at adversarial administrative disciplinary hearings; advise the Real Estate Commissioner on legal matters; draft proposed legislation and regulations for administration of the Real Estate Law and Subdivided Lands Law; and process regulation changes. This position is located at 320 W. 4<sup>th</sup> Street, Suite 350 in downtown Los Angeles.

**Duties of the position include:**

- Reviewing evidence obtained by enforcement investigators to determine if there is sufficient evidence to support the filing of formal disciplinary actions against licensees.
- Preparing accusatory pleadings to impose disciplinary action against a real estate licensee or to deny issuance of a real estate license to an applicant.
- Responding to discovery requests and pre-hearing motions.
- Preparing and issuing Desist and Refrain Orders to stop violations of the Real Estate law, and defending said orders at administrative hearings.
- Presenting evidence at formal administrative hearings held in accordance with the provisions of the Administrative Procedure Act of violations of the Real Estate Law by licensees.
- Providing legal advice to the Department’s Subdivision Section and other Departmental programs as requested.
- Responding to public inquiries and perform other duties assigned.

**Required Qualifications:**

- Flexibility
- Resourcefulness
- Strong analytical ability
- Ability to organize and manage workload
- Good judgment
- Excellent interpersonal skills
- Strong writing skills

**Desirable Qualifications:**

- Excellent attendance and dependability
- Administrative Hearing skills/trial experience
- Some knowledge of the basic Real Estate Law

**Salary:**

RE Counsel I	A	\$3834 - \$4208	RE Counsel II	\$5988 - \$7386
	B	\$4414 - \$4847		
	C	\$5320 - \$6433		

**Who should apply:** Current State employees at the Real Estate Counsel I/II level, those transferable to the class or applicants with Real Estate Counsel I/II list eligibility may apply. **Active membership in the California State Bar is required.** Priority consideration will be given to those designated SROA/Surplus. Please indicate SROA/Surplus information on your state application and include a copy of your notice.

**Submit Applications to:**

Michele Walton, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0796 or CALNET 498-0796

**For information on the position contact:**

Darlene Averetta – Assistant Chief Counsel  
Department of Real Estate  
(213) 576-6904 or CalNet 8-649-6904

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: October 20, 2005**

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>**

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews will be conducted on a flow basis.